

COBB ELECTRIC MEMBERSHIP CORPORATION

POLICY NO. 801

I. SUBJECT: DIGITAL & SOCIAL MEDIA FOR CORPORATE COMMUNICATIONS

II. POLICY

Social media may be used to engage members and build relationships by providing energy efficiency and electric safety tips, community and industry news, and listening and responding to conversations, creating an additional method of interaction between Cobb EMC and members.

The board recognizes social media as a potential tool for the cooperative to promote accountability and engage with membership and the general public and providing timely, helpful content (e.g. energy conservation tips, corporate news and events, electric safety, community and industry news, etc.) To promote consistency and uniformity of Cobb EMC's messaging, select employees shall define Cobb EMC's core business and brand through social media updates. Only designated employees authorized by the President/CEO, Vice President of Marketing and Corporate Communications or the Director of Member and Public Relations will be given authority to create and post proactive content to Cobb EMC's social media channels or to interact in an official capacity with members through Cobb EMC's social media channels, including, but not limited to:

- Facebook
- Twitter
- LinkedIn
- YouTube
- Instagram

Pages will be closed, when possible, meaning followers can only publicly comment/post as a reply to conversations the cooperative initiates. Additionally, replies to both positive and negative user comments will be posted as appropriate. Cobb EMC reserves the right to monitor all user content, moderate comments in an appropriate manner to foster a respectful community, delete excessive wall postings to improve the overall visitor experience and may remove user content at any time for any reason. Posts, comments or content in any area of Cobb EMC's social media channels may be removed if they violate any of the guidelines below:

- That intentionally or unintentionally violates any law, statute, ordinance, code or regulation
- That is harmful, threatening, abusive, harassing, defamatory, libelous, slanderous, vulgar, obscene, offensive, inappropriate, profane, indecent or embarrassing to any other person or entity, invasive of another's privacy, discriminatory or that is hateful or racially, ethnically or religiously biased or objectionable, or otherwise restricts someone from enjoying Cobb EMC's social media channels

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- That include advertisements, commercial solicitations, promotion of goods or services, political campaigning, chain letters or pyramid schemes of any kind, mass mailings, excessive links or any form of spam, or viruses
- That infringes on copyright or trademark rights, or any rights of third parties
- That impersonate any person or entity
- That consists of or contains email addresses, phone numbers, physical addresses or other forms of personal or contact information
- That identifies any specific person, including any employees of Cobb EMC
- That is fraudulent or contains false, inaccurate or misleading statements of facts
- That contains off-topic information

The board shall require management to oversee the use of social media, and assigned employees must observe the highest standard of brand management and corporate ethics and to comply with the expectations and limitations outlined below.

III. EXPECTATIONS

A. Management shall annually provide to the board and agree upon:

- 1) Cooperative's goals and objectives for social media
- 2) Measuring attainment of goals/objectives
- 3) Quarterly (and annual) reporting on progress
- 4) Key messaging that supports the Strategic Plan

B. Only employees specifically designated and authorized as defined in Section II of this policy may post content or official responses to approved cooperative social media channels, subject to the provisions of this policy.

C. Although Cobb EMC employees may participate in the company's social media channels, only the individuals set forth in Section II have the authority to issue official responses on behalf of Cobb EMC. Employees' individual social media usage is governed by Policy No. 902.

IV. LIMITATIONS

A. The board of directors must balance overall responsibility for compliance with the CEO's responsibility to communicate, implement and enforce the policy.

B. Cooperative employees, except those specifically designated and authorized as defined in Section II of this policy to administer Cobb EMC's social media presence, are not allowed to use the cooperative's equipment (e.g. computers,

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tablets, etc.) to access social media channels for personal use during normal business hours.

V. RESPONSIBILITY

- A. The board of directors and President/CEO shall ensure compliance with this policy.
- B. Board directors will follow these guidelines in their social media channel activity:
 - 1) Always use care when posting to social media, recognizing that some cooperative employees or members may perceive them as speaking on behalf of the cooperative, even when that is not their intention.
 - 2) Should not make any posts that reveal board discussions.
 - 3) A board director running for re-election may not use Cobb EMC's official social media channels to campaign for re-election.
- C. Cooperative's legal counsel should review policy with the board on a periodic basis and discuss any developments in the law regarding corporate use of social media that could prompt changes to this policy.

APPROVED: 2/15/2022



Chairman, Board of Directors

REVISION HISTORY:

ADOPTED: August 27, 2013

REVISED: January 24, 2017 – Added language to Section II., and deleted Section V. B. 4.

REVISED: April 24, 2018 – Added and removed language to Section II., III., and IV., to clarify and define how select employees may create and post proactive content to Cobb EMC's social networking channels, who has the authority to designate said employees, guidelines defining what type of content may be used, and the expectations, limitations and responsibility required by all to adhere to this policy.

REVISED: February 15, 2022 – updated terminology throughout; deleted Section V.C.

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POLICY NO. 802

I. SUBJECT: OPERATION ROUND UP & COBB EMC FOUNDATION

II. POLICY

It shall be the policy of the Board of Directors that the cooperative utilize Operation Round Up in order to collect funds for charitable donations. One hundred percent of the funds collected through Operation Round Up will be provided to the Cobb EMC Foundation Board to be distributed in accordance with its by-laws.

Each member will have the option not to participate. All new members will be enrolled in Operation Round Up with the exception of those who choose to "Opt-Out" of participating. Members may request to Opt-Out at any time, at which time they may request a refund up to one year of collections from the date enrolled in Operation Round Up.

No Operation Round Up or other donations to the Cobb EMC Foundation shall be used to compensate Foundation directors. Cobb EMC shall pay Foundation directors a per diem of \$500 for each Foundation Board meeting.

III. COBB EMC FOUNDATION MISSION & OBJECTIVES

This policy applies to all philanthropic activities, including grants, donations, partnerships, and community programs undertaken by Cobb EMC Foundation. It serves as a framework to ensure fairness, transparency, and accountability in all philanthropic endeavors.

A. Mission: The mission of the Cobb EMC Foundation is to empower and enrich the communities where Cobb EMC's members live. Through strategic partnerships and investments that reflect shared values, the Cobb EMC Foundation strives to address local challenges, foster greater community engagement, and create lasting, positive impact.

B. Philanthropic Principles:

- 1) Mission Alignment: All philanthropic initiatives must align with the Foundation's mission and strategic objectives, focusing on local, member-driven initiatives impacting Cobb EMC's service territory.
- 2) Sustainability: Philanthropic efforts will prioritize projects with a sustainable impact, ensuring long-term benefits for communities.
- 3) Transparency and Accountability: All funding decisions, partnerships, and activities will be conducted with integrity, openness, and compliance with legal and ethical standards.

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C. Strategic Objectives:

- 1) The Foundation will support efforts and initiatives within Cobb EMC's service territory.
- 2) The Foundation will identify and invest in solutions that align with the values and priorities of Cobb EMC members care about.
- 3) The Foundation will regularly evaluate the effectiveness of initiatives to ensure they meet community needs and deliver measurable outcomes.
- 4) The Foundation will highlight successful programs and collaborations to build recognition and amplify the impact of investments.
- 5) The Foundation will build strategic partnerships with local organizations, agencies and businesses to align efforts and maximize impact.

D. Grant-Making Process: Applications will be accepted through the Foundation's website. Clear guidelines, timelines, and evaluation criteria will be provided for all applicants

- 1) **Eligibility Criteria:** Applicants must be registered, 501c3 nonprofit organizations aligned with the Foundation's mission. Programs must demonstrate measurable impact and align with community needs.
- 2) **Evaluation and Approval:** Funding applications will be assessed based on relevance, feasibility, scalability, and sustainability. The Foundation's Board of Directors will review and approve funding requests according to the Foundation's by-laws and operating procedures.
- 3) **Reporting and Monitoring:** Grantees must submit regular impact reports. The Foundation will conduct monitoring and evaluation to ensure funds are utilized effectively.

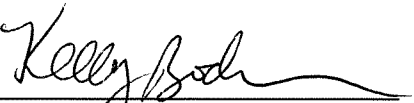
E. Acknowledgement and Stewardship: Donors will be provided regular communications about the Foundation's impact and receive an Annual Community Report. Donors may be asked to participate in an annual survey regarding the Foundation and causes they care about.

F. Ethical Standards: The Cobb EMC Foundation will avoid conflicts of interest in its philanthropic activities. No funds will support activities that are for a political purpose, or promote discrimination, violence, or harm, or otherwise violate this Policy or the Foundation's by-laws. The Foundation will uphold the highest ethical standards in all interactions.

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APPROVED: 12/17/2024


Chairman, Board of Directors

REVISION HISTORY:

ADOPTED: January 29, 2013

REWRITTEN: August 27, 2013 – Title Change, policy number change

REVISED: January 28, 2014 – Last paragraph, inserted EMC

REVISED: August 24, 2021 – Added per diem for Foundation Board

REVISED: February 15, 2022 – removed language regarding program start dates and updated name of Foundation.

REVISED: December 17, 2024 – increased per diem to \$500 and added section III.

COBB ELECTRIC MEMBERSHIP CORPORATION

POLICY NO. 803

I. SUBJECT: COBB EMC NEWSLETTERS

II. POLICY

It shall be the policy of the Board of Directors of Cobb Electric Membership Corporation to publish, or have published, every other month (or more frequently when necessary to convey vital information) newsletters or bulletins, containing basic and vital information to the members of the cooperative, and said newsletters to be mailed or provide to members as cost effectively as current technology allows.

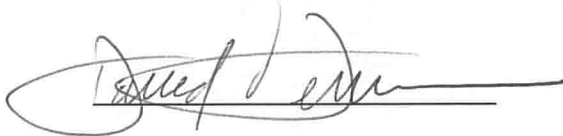
The President/Chief Executive Officer is also authorized to use any part of said newsletter to publish board policies and other vital information which will be beneficial to the members.

The Board of Directors recognizes the importance and necessity for giving the membership up-to-date and vital information, regarding all phases of the activities and purposes of the cooperative and therefore places particular emphasis on quality newsletters.

REVISED: November 17, 1987 - Title changes

REVISED: August 27, 2013 - Inserted "or provide to members as cost effectively as current technology allows", policy number change.

Revised: January 28, 2014 - Corrected grammatical error Section II.

A handwritten signature in black ink, appearing to read "David L. ...", is written over a horizontal line.

Chairman, Board of Directors

COBB ELECTRIC MEMBERSHIP CORPORATION

POLICY NO. 804

I. SUBJECT: TREATED WOOD PRODUCTS AND OTHER FACILITIES, MOVING AND/OR DISPOSAL

II. POLICY

To establish guidelines for moving poles and other facilities at the request of and for the convenience of the members, and to outline the procedures for disposal of all used poles.

A. Moving of poles

The cooperative may remove or relocate a pole or other facilities for the convenience of the member when necessary to permit the construction of facilities which would provide sufficient revenue from additional use of electric service to justify such action. In other cases, poles or other facilities may be relocated for member's convenience when the member pays the cost of labor and materials, less salvage value of the materials removed and the necessary easements can be obtained to permit the relocation. The Director of Engineering is responsible for administering the internal processes for moving of poles.

B. Disposal of Treated Wood Products

This policy guides the disposal of treated wood products which have been permanently removed from service. This applies to all treated wood products (poles and cross arms) treated with creosote, pentachlorophenol, and chromated copper arsenate, whether removed from service by maintenance, operations activity or storm damage.

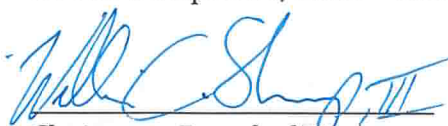
Treated wood products removed from service may be given away, sold or salvaged. All transactions involving treated wood products must be completed using the "Release, Hold Harmless Agreement and Notice of Precautions for Use of Treated Wood" form and the applicable consumer information sheet called: Creosote, Pentachlorophenol and Inorganic Arsenical Pressure-Treated Wood. The Director of Safety is responsible for administering the internal processes to facilitate compliance with this policy for disposal of treated wood products.

REVISED: November 17, 1987 - Title changes

REVISED: October 1, 2002 - Title change, deletion and additional information in IIB.

REVIEWED - August 27, 2013 - Policy number change.

REVISED: April 24, 2018 - Clarification to sections II., A and B.



Chairman, Board of Directors

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POLICY NO. 805

I. SUBJECT: COOPERATIVE VEHICLES AND EQUIPMENT

II. POLICY

A. Vehicle and Equipment Utilization

All vehicles and equipment purchased shall be used exclusively and for no other purpose than the operations, service, and maintenance of the electric distribution facilities of the cooperative or otherwise conducting cooperative business.

Vehicles purchased or leased for use by employees are to be primarily used for the operations, service, and maintenance of the electric distribution facilities of the cooperative. However, since certain employees are subject to call at any time, vehicles assigned to these employees may be driven by the employees to and from their homes and offices and for De Minimis personal use. More than De Minimis personal use by an employee requires approval by their supervisor and communication of such to the Chief Financial Officer.

A maintenance schedule and cost records for the operation of each unit shall be set up by the Fleet Maintenance Department to determine the performance and operational effectiveness of each unit.

Carelessness in the operation of vehicles or equipment will be recorded against the employee operator of said unit, and unsatisfactory results may result in disciplinary action up to and including termination..

Subject to the discretion of the President and Chief Executive Officer, vehicles owned by the cooperative shall have the cooperative's logo insignia affixed to them.

B. Transportation of Non-Employees

The cooperative prohibits non-employees, including wives, husbands, children and relatives of employees to drive or ride in any vehicle owned, leased, or used by the cooperative, except in emergencies or while conducting or participating in management-approved business-related activities. Under no circumstance should a minor child be transported without two (2) adults present, one of which must be of the same gender as the minor child. An exemption to this prohibition is granted to the President and Chief Executive Officer's cooperative-owned vehicle.

This policy is adopted for the purpose of protecting the interest of the cooperative in the event of injury to any person or persons not employed by the cooperative, who may be an occupant of said vehicle at the time of an accident.

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There will be times and occasions when the President and Chief Executive Officer, senior staff members or other properly authorized employees, or members of the Board of Directors may invite citizens or employees to ride in cooperative owned/leased vehicles, or their personal vehicles, in conducting business on behalf of the cooperative. Additionally, the CEO or senior staff members may authorize citizens or employees to drive and/or ride in selected cooperative owned vehicles, with consideration of prudent risk management practices.

C. Report of Accidents

In case of an accident in any vehicle owned or used by the cooperative, on cooperative business, the person in charge of said vehicle shall be responsible for the following performance:

- 1) Vehicular accidents involving both Cobb EMC vehicles and personal vehicles authorized for company business shall be reported immediately to the respective supervisor. Additional reports shall be made to the local police or state authority as required.
- 2) Employees (drivers) who are involved in vehicular accidents shall observe the following:
 - a. See that necessary emergency aid is provided to any injured person(s).
 - b. Do not discuss or argue the causes or results of an accident or incident with other parties, but note and secure all pertinent facts and information including the name and badge number of any investigating official. Drivers shall answer all questions by proper authorities, but under no circumstances shall fault or negligence be admitted or any statement signed for anyone except proper representatives of Cobb EMC.
 - c. Stop at once, make every effort to prevent further damage or injury. Also give name and address, and the employer's name and address. In addition, secure the names, addresses, and telephone numbers of other parties involved in the accident or incident and any witnesses to the accident.
 - d. Promptly report the accident or incident to Cobb EMC's Power Control.
 - e. The driver of the vehicle shall complete an Accident or Incident Report by the next working day.

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- f. A department supervisor/foreman shall investigate all accidents or incidents and complete a Supervisor's Investigation Form by the next working day.
- g. All reports shall be sent to the Safety Department for processing by the next working day.

APPROVED: 2/15/2022



Chairman, Board of Directors

REVISION HISTORY:

REVISED: November 17, 1987

REVISED: June 27, 1994 – Reworded Section II. A.

REVISED: August 27, 2013 – Removed objective, rewording of II-A, Paragraph 3, policy number change

REVISED: November 25, 2014 – Title Changes; President/Chief Executive Officer to President and Chief Executive Officer

REVISED: January 24, 2017 – Removed the phrase, “except in emergencies and special exceptions” in paragraph one of II. A., reworded paragraph II. B. 1. for clarity, removed 1 through 6 of II. B. 2, g.

REVISED: June 26, 2018 – Policy 805 to replace Policy 706. Moved Policy 706 language into new II. A, added additional exceptions to II. B.

REVISED: February 15, 2022 – II.A. added requirement to report personal use to CFO and updated language on disciplinary action.

COBB ELECTRIC MEMBERSHIP CORPORATION

POLICY NO. 806

- I. SUBJECT: MERCHANDISING ACTIVITIES AND DISPOSAL OF ASSETS
- II. POLICY

It shall be the policy of Cobb Electric Membership Corporation to engage in certain types of merchandising activities. It will be permissible to sell merchandise to members and employees of the cooperative, and other qualified buyers.

The Chief Financial Officer is authorized to dispose of assets using an appropriate method, and may authorize other employees to offer to sell through auction or other appropriate bid process any material, equipment or other items which are of no use to the cooperative, to any person offering the highest price.

REVISED: November 17, 1987 - Title changes

REVISED: June 28, 2005 - Title change, policy number changed.

REVISED: March 28, 2012 - Clarification of resale of materials to employees and replaced Associate Vice President with Senior Vice President, Electric Operations.

REVISED: August 27, 2013 - Added "equipment" in last paragraph, policy number change.

REVISED: January 24, 2017 - Deleted third paragraph that read, "The cooperative may purchase small tools and clothing for resale to employees at cost".

REVISED: February 25, 2020 - Renamed policy to "Merchandising Activities and Disposal of Assets". Deleted second paragraph. Replaced SVP Electric Operations with CFO and revised last paragraph.



Chairman, Board of Directors